

# 2021-2022 Texas Reading Initiative - Literacy Coaching and Professional Development Grades K-5

Competitive Grant Application: Due 11:59 p.m. CT, June 28, 2021

NOGA ID	Application stamp-in date and time
TEA will only accept grant application documents by email, including competitive grant	
applications and amendments. Submit grant applications and amendments as follows:	
Competitive grant applications and amendments to competitive grants@tea.texas.gov	
Authorizing legislation: U.S. Code Title 20 Chapter 70 Subchapter II Part B Subpart	2 6642
Grant period: From 09/24/2021 to 09/30/2022 Pre-award costs: ARE/AR	RE NOT permitted for this grant
Required attachments: Refer to the program guidelines for a description of any requ	ired attachments.
Amendment Number	RETURNED THE RESERVE OF THE PARTY OF THE PAR
Amendment number (For amendments only; enter N/A when completing this form to a	pply for grant funds):
1. Applicant Information	
Name of organization Grand Prairie ISD	Tada and an
	TEC 10 DUNE 07022762
Campus name 137,124,104,102, 128 CDN 057910 Vendor ID 175-6001697	
Address 2602 S. Beltline Rd. City Grand Prairie ZIP 75	401 Phone 972.237.5300
Primary Contact Patricia Lewis Email patricia.lewis@gpisd.org	Phone 972.237.4026
Secondary Contact Ray Wilks Email ray.wilks@gpisd.org	Phone 972.237.5432
2. Certification and Incorporation	
I understand that this application constitutes an offer and, if accepted by TEA or renego	The state of the s
a binding agreement. I hereby certify that the information contained in this application i correct and that the organization named above has authorized me as its representative	
a legally binding contractual agreement. I certify that any ensuing program and activity	
accordance and compliance with all applicable federal and state laws and regulations.	
further certify my acceptance of the requirements conveyed in the following portions of	하는 경험 사람들이 하는 이 가장 살아 있는데 그렇게 되었다. 그렇게 하는데 하는데 하는데 어떻게 되었다면 하는데
applicable, and that these documents are incorporated by reference as part of the grar Grant Award (NOGA):	it application and Notice of
☐ Grant application, guidelines, and instructions ☐ Debarment and Suspen	sion Certification
□ General Provisions and Assurances    □ Lobbying Certification	
	ssurances requirements
	linda.ellis@gpisd.org
Phone 972.237.5432 Signature	Date 6/21/2021
Grant Writer Name Pat Lewis Signature Pat Lewis	Date 6/21/2021
The course of th	byee of the applicant organization.
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## 3. Shared Services Arrangements

Shared services arrangements (SSAs) are/are not permitted for this grant.

## 4. Identify/Address Needs

List up to three quantifiable needs, as identified in your needs assessment, that these program funds will address. Describe your plan for addressing each need.

Quantifiable Need	Plan for Addressing Need
GPISD serves a low income sector of DFW metroplex.	(1) Reading Academy Coach Leader placed in five high needs QOZ campuses to
31% of students are second language learners and	support 60 English Language Arts/Reading educators and leaders. (2) GPISD, ESC,
76% are economically disadvantaged. 30% of K-5th	and TEA professional development conducted to support the RA Coach in
grade students in five high need/QOZ campuses failed	training/observing/coaching K-5 educators to plan and implement data-based,
to meet standards on TX reading assessments in 2020.	high-quality curriculum, instruction, materials, and family engagement activities.
T-TESS records indicate 56% of teachers scored below	60 educators in targeted campuses attend: (1) NIET training to become teacher
the accomplished level in the Planning and Instruction	leaders who use data to identify needs/plan differentiated learning paths; (2) HB3
domains. 35% of reading teachers have taught less	Reading Academy to develop content knowledge and best practices in skills,
than 5 years. 0% have attended Reading Academies.	fluency, & comprehension; (3) SIOP training to accelerate language development.
Academic data indicates students qualifying for federal	Campus calendar and schedules will be revised to accommodate: (1) Extended
unch, Special Education, and Bilingual/ESL services	time in classroom, intervention, after school, and summer instruction to close
score lowest on reading, writing sections of TX reading	learning gaps; (2) PLC meetings to disaggregate data trends and develop specific
exams. 55% of these learners fail to close achievement	interventions; (3) PD opportunities for diversity training; (4) Family engagement
gaps to enter 6th grade reading at a 3rd grade level.	events to establish reading routines, build resiliency, and address basic needs.

#### 5. SMART Goal

Describe the summative SMART goal you have identified for this program (a goal that is Specific, Measurable, Achievable, Relevant, and Timely), either related to student outcome or consistent with the purpose of the grant.

SMART Goal: 80% of struggling readers including students qualifying for federal lunch, Special Education, and Bilingual/ESL services enrolled in five Grand Prairie ISD elementary campuses located in low income and/or Qualified Opportunity Zones: James Bowie Fine Arts Academy, Daniels Academy of Science and Math, Hector P Garcia Elementary, Juan N Seguin Elementary, and Travis World Language Academy will receive high-quality evidence based literacy instruction to approach state standards on the reading and writing sections of the State of Texas Assessment of Academic Readiness (STAAR) by August 2024.

### 6. Measurable Progress

Identify the benchmarks that you will use at the end of the first three grant quarters to measure progress toward meeting the process and implementation goals defined for the grant.

#### First-Quarter Benchmark

PreAward Essential Actions: (no grant funds required): Students scoring below grade level expectations on CIRCLE (PK), TPRI (K-2), and STAAR (3-5) identified by 8/20/21; Reading Academy (RA) Coach assigned to five campuses; Intervention and extended learning scheduled; Coach attends NIET leadership and data-use training; Beginning-of-year (BOY) universal screener administered by 9/17/21. First Quarter Benchmark 9/24/21 - 12/31/21: Coach/ELAR faculty attend HB3 Reading Academies to develop reading content knowledge and skills; Coach leads Professional Learning Communities (PLC) to use data to plan explicit/systematic lessons; Coach attends TEA led blended learning cohort meetings to identify high-quality literacy materials; Middle-of-year TX K-5 reading assessments, universal screener, GPISD Quarterly Exams, STAAR benchmarks,T-TESS observations, and surveys by 12/17/21.

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## 6. Measurable Progress (Cont.)

#### Second-Quarter Benchmark

1/1/22 - 5/31/22: Campus Improvement Committees (CIC) analyze middle-of-year (MOY) teacher training and observation information, student scores, and participant feedback; Grant personnel, resources, and timelines revised by CIC to meet grant goal; Coach leads Professional Learning Committees (PLC) to analyze MOY data; Curriculum and instruction, materials, and extended learning schedules revised to meet student learning needs; Professional development, classroom observations, coaching, and co-teaching scheduled to meet teacher efficacy needs; Coach/ELAR educators and leaders attend HB3 Reading Academy training; Coach/ELAR teachers/leaders attend Sheltered Instruction Observation Protocol (SIOP) and Texas A&M SEED Project workshops; Coach leads faculty to integrate language acquisition and comprehension activities into instruction; End-of-Year GPISD Quarterly Exams, TX approved K-5 reading assessments, universal screener, TTESS evals, and grant surveys by 5/20/22.

#### Third-Quarter Benchmark

5/23/22- 9/30/22: Campus Improvement Committees (CIC) analyze end-of-year (EOY) teacher training and observation information, student scores, and participant feedback; Grant personnel, resources, and timelines revised by CIC to meet grant goal; Literacy Coaching and PD goals included in 2022-23 Campus Improvement Plan. Coach leads Professional Learning Committees (PLC) to analyze EOY data; Summer school curriculum, instruction, and materials revised to meet student learning needs; CIC analyzes professional development schedules and evaluations, T-TESS educator evaluations, student growth and achievement scores in reading and writing, and participant survey results by 8/1/22; GPISD in-service training for 2022 scheduled to meet needs of educators and leaders; Literacy Coaching and PD initiative evaluations reported to the Superintendent and Board of Trustees by 9/30/22; Reports sent to TEA on time and in the format required by the grant program.

# 7. Project Evaluation and Modification

Describe how you will use project evaluation data to determine when and how to modify your program. If your benchmarks or summative SMART goals do not show progress, describe how you will use evaluation data to modify your program for sustainability.

A Reading Academy (RA) Strategic Team composed of parents, teachers, Principals, the GPISD Associate Superintendent, Area Superintendents, Teaching & Learning Administrators, ELAR and HB3 Reading Academy leaders, Principals, Finance Director, community members, and business partners has been formed to build system capacity to improve literacy outcomes for high need learners in grades K through 12.TEA technical assistance will work with the RA Strategic Team to review/enhance the GPISD Literacy Plan to focus on: a) professional development including HB3 Reading Academy training; b) high-quality ELAR and writing curriculum and materials; c) data-based planning to differentiate and individualize instruction in classroom, high-dosage interventions, and summer school; and d) family engagement promoting literacy learning, mental health, and social resiliency.

Project Evaluation: Five GPISD schools serving kindergarten through 5th grade learners located in low income sectors and/or Qualified Opportunity Zones (QOZ) will participate in the grant program. Campus Improvement Committees (CIC) at each campus will work with district leaders and TEA technical assistance to use an Essential Skills Framework (ESF) aligned planning tool to develop a Literacy Coaching and PD work plan that includes Project Goals, Objectives, Benchmark Milestones, Goal Progress Measure, Essential Actions, Personnel, Resources, Data Tools, and Data Collection and Analysis dates for each quarter of the project period.

Necessary Adjustments: The Reading Academy (RA) Coach will work with campus educators to collect and report data and feedback to the CIC each nine weeks. The campus stakeholders will use data and feedback to monitor the completion of Benchmark Milestones to determine the quality of implementation and the impact of the project on teaching (educator efficacy) and learning (student reading and writing outcomes). When benchmarks and criteria are not met, GPISD school improvement and literacy leaders will guide the team in revising essential actions, personnel, resources, and/or timelines to achieve quarterly benchmarks and meet the SMART goal by the end of the grant period. Reports will be completed and submitted as required by TEA to generate reliable data on the effectiveness and efficiency of the literacy initiative. School actions will be reported to the Superintendent and Board quarterly.

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mu	st comply with	n these ass	urances.			e requirements of the	grant, the grantee
			boxes to indic				
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$\boxtimes$	2. The applica by the Family	ant provide Education	s assurance tha al Rights and P	at the applicat rivacy Act (FE	ion does not cont ERPA) from gener	ain any information the al release to the publi	at would be protected c.
$\boxtimes$	3. The applica Reading Acad	ant provide demies.	s assurance tha	at all literacy o	oaches have or a	re currently completin	g the required HB 3
$\boxtimes$	4. The applica verifiable capa	ant provide acity via in	s assurance that ernal resources	at the placeme s or external p	ent of literacy coa artnerships.	ches ensures they are	supported with
$\boxtimes$	5. The applica QOZ or at lea	ant provide st 30 teach	s assurance the ers annually if	at each coach supporting Q0	will support at lea OZ through a mix	ast 60 teachers annua of in-person and on-lir	lly if not supporting ne coaching.
☐ f	•	vledge-buil	ding curriculum	•			eracy conferences will e in implementation of
9. 8	Statutory/Pr	ogram R	equirements				
Plea	se select the t	ype of oppo	ortunity being ap	oplied for. Sele	ct one or both of tl	ne following:	
×	Check this bo	x if applyi	ng for the litera	cy coaching	opportunity		
	Check this bo	x if applyi	ng for the regio	nal literacy o	onferences opp	ortunity	
pro ins	ovide ongoing	high-quali port perso	ty professional	development	to all teachers, pr	f high-quality profession incipals, other school eaders served by the s	•
tea (1) to d Ma qua trai RA	chers, principa Effective Lead develop effecti terials: ESC wo ality materials ining presente Coach training	als, Reading ership: TEA ive literacy orkshops att to improve d to build c g and mode	Academy Coho Literacy Initiativ leaders and mas ended to suppo literacy learning ontent knowled ling during PLC	rt Leaders and e, ESC Essentia ter teachers wi rt educators in through blend ge and best pr s to collect, and	Coaches, and GPIS I Skills Framework no are responsible utilizing TEA appr ded learning; (3) Co actices in reading a llyze, and apply rea	the GPISD Literacy Plan D instructional leaders (ESF), and NIET data-us for student outcomes. ( oved assessments, curri ontent Knowledge: HB3 and writing instruction; ading data to planning of Project Share and IPSI R	on specified needs: e training conducted (2) HQ Curriculum and iculum, and high Reading Academy (4) Educator Efficacy: differentiated and

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sessions available to provide real-time training and support for K-5 educators; (5) Diverse Learners: Sheltered Instruction Observation Protocol (SIOP) and Texas A&M SEED training conducted to develop dual language and comprehension skills; (6) Family Engagement: GPISD training to establish reading routines and link families to civic agencies and resources.

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# 9. Statutory/Program Requirements (Cont.)

2. Describe how the applicant will identify children in need of literacy interventions or other support services. (Answer only if applying for the literacy coaching opportunity)

GPISD leaders utilized TEA Essential Skills Framework protocols to analyze campus information and focus the initiative on school, student, and community needs: (1) School Performance: An analysis of reading data from 2020 found 30% of elementary school students in 5 high-need/QOZ campuses failed to approach standards on TX reading assessments; (2) Student Identification: 2021 beginning-of-year scores will be reviewed to develop curriculum and instruction and to determine student participation in interventions. (3) Type/Frequency of Interventions: The individual's instructional reading level and literacy skill deficiencies will be assessed using universal screener and TX assessment data to determine the type and frequency of interventions. (4) Student Progress: Electronic reading program analytics will be monitored weekly, GPISD Quarterly Exam scores will be analyzed each nine weeks, and universal screener data will be reviewed each semester to monitor student growth. When indicated, diagnostic assessments will be used to assess qualifications for dyslexia, 504, Special Education services; (5) Community Needs: Student enrollment forms, participant survey data, and teacher/parent conference feedback will be used to identify needs and link families to GPISD services including Family Night events, adult education, and newcomer programs. Families will also be introduced to local, state, and federal social service agencies.

3. Explain how the applicant will integrate comprehensive literacy instruction into a well-rounded education. (Applies to both opportunities)

Grand Prairie ISD is an innovative district offering schools and programs of choice leading to industry certifications and postsecondary degrees in high demand occupations of the region. The district utilizes the TEKS Resource System as a framework to align essential knowledge and skills in each content area for each quarter of the 36 week school year. Over the past three years, the Associate Superintendent has worked with TEA technical assistance, the Executive Director of Literacy, Secondary ELAR Facilitator, HB3 Reading Academy Facilitator, and district educators to integrate Texas State Literacy Plan language and literacy skills into the district reading and writing curriculum for grades PK-12. The Principal and Reading Academy (RA) Coach will collaborate with ELAR educators in vertical teams at each targeted campus to review student data and identify literacy skills to be targeted during four nine week periods. The RA Coach will meet with ELAR teachers in PLCs to design curriculum units, select materials, and implement evidence based practices to spiral literacy knowledge and skills to meet grade level mastery standards. The Principal will adjust campus schedules and calendars to meet student accelerated instruction needs. The RA Coach will meet with academic teams to develop literacy acquisition targets and to brainstorm activities to be integrated into daily instruction across content areas. The cross curricular approach will build well-rounded learners with the skills to close achievement gaps, succeed in school, and complete 6-12th career pathways.

4. Describe how the applicant will coordinate comprehensive literacy instruction with early childhood education programs and activities and after-school programs and activities in the area served by the local educational agency. (Applies to both opportunities)

The GPISD Literacy Line is a framework for comprehensive literacy instruction from birth through 12th grade. (1) Early Childhood Education: The educational continuum begins with the GPISD Early Head Start program. The district collaboration with SER Jobs for Progress serves children ages zero to three years. Curriculum for GPISD Early Childhood Programs is designed based on the Texas Infant, Toddler, and 3 Year Old Guidelines. (2) Prekindergarten: The framework continues with the GPISD prekindergarten program which serves three and four year old learners. Curriculum for GPISD Prekindergarten classes is based on Texas Prekindergarten Guidelines. All curriculum includes language, pre-literacy, motor, cognitive, and socio-emotional learning as outlined in the Texas Literacy Plan. GPISD early learning services are available to all children in the open enrollment district through federal eligibility guidelines or tuition payments. Through participation in the Texas Literacy Initiative, the district has also established partnerships with public and private daycare centers to coordinate training and resources supporting literacy development and school readiness throughout the community. (2) After School: The Beyond the Bell program offers extended day learning for PK through 6th grade GPISD students. 7th through 12th grade learners are eligible to attend tutorials after school hours. Each after school program provides educational, social, and recreational opportunities. Literacy instruction in each program is designed in coordination with campus ELA/reading and writing teachers to enrich classroom teaching and promote student learning.

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## 9. Statutory/Program Requirements (Cont.)

5. Provide proof or a plan on recruiting and hiring a literacy coach. Eligible applicants must have preemptively hired a literacy coach for the 2021-22 school year and meet all minimum requirements as set by the Texas State Board of Educator Certification and the requirements of the subgrant. (Answer only if applying for the literacy coaching opportunity)

GPISD has preemptively hired a HB3 Reading Academy Facilitator for the 2021-22 school year. The district has designed a selection process to identify and hire certified leaders who reflect the diversity of the district and have the credentials and experience to improve student literacy outcomes. Qualifications include: (1) Texas teacher certification and experience in providing supplemental accelerated instruction and explicit intervention and support in reading and writing at the elementary level. Successful experience in meeting the needs of all learners including children with disabilities, English language learners, and children reading or writing below grade level; (2) Master Reading Teacher certificate or authorized Reading Academy trainer with knowledge of commissioner approved assessments; NIET leadership and ESF-aligned data collection and use protocols; HB3 Reading Academy curriculum, instruction, and materials; and sheltered instruction language acquisition strategies; (3) Educational leadership experience in using classroom observation, feedback and coaching techniques to implement effective school improvement. The RA Coach will use the qualifications and experience to train and support K-5th grade leaders and educators in using high-quality data informed literacy instruction to improve student outcomes.

6. Provide the plan for embedded professional development for the literacy coach(es) to support them in providing valuable training. (Answer only if applying for the literacy coaching opportunity)

The RA Coach will participate in embedded PD to conduct effective educator training, observations, and coaching support. Each training has been selected to build the instructional capacity of teachers, leaders, and family members to analyze and monitor learner needs and accelerate literacy learning: (1) Student Outcomes: The coach will attend TEA Essential Framework Skills and Resilient School Support Program cohort meetings to develop strategies for leading school improvement. The coach will attend National Institute for Excellence in Teaching training to develop data-use strategies and support teacher leaders in taking responsibility for student growth and achievement. (2) Educator Efficacy: The RA Coach will attend ESC 10 HB3 Reading Academy training with reading and writing teachers, campus leadership, academic deans, and support personnel to build content knowledge of basic reading skills, language acquisition stages, and comprehension strategies. The RA Coach will also attend Sheltered Instruction Observation Protocol (SIOP) training and attend Texas A&M SEED cadre meetings. The RA Coach will guide educators in the integration of proven strategies into literacy lessons allowing second language learners to acquire academic language and build comprehension skills as they become proficient in English.

7. Identify the plan for demonstrating outcomes for increasing student literacy in a school or district. (Answer only if applying for the literacy coaching opportunity)

Campus Improvement Committees have created a Literacy Coaching and PD work plan that is aligned with the Essential Schools Framework, the TX Literacy Plan, and the GPISD blended instruction model. The plan focuses on providing high-quality professional development; instructional materials; and accelerated instruction to improve teaching and learning. The committee will utilize the work plan to monitor grant implementation and student achievement of individual learners, targeted student populations, and the school. (1) Project Implementation: GPISD will develop a calendar of grant events (Strategic Team and CIC meetings, trainings, PLCs, co-teaching sessions, teacher observations), test administration (universal screener, GPISD Quarterly Exams, TX reading assessment), literacy instruction (classroom, intervention, after-school, and summer), and parent participation (family events, adult education, community services). Attendance and evaluations for each activity will be documented to evaluate grant implementation. (2) Student Growth: Universal screeners will be administered three times each year to monitor and assess student acquisition of literacy skills. Reading program analytics will be reported weekly to track student progress within targeted skill areas. (3) Student Outcomes: GPISD Quarterly Exam and TX reading assessment scores will be used to determine mastery of grade level standards and accountability rankings. Implementation data will be compared to student outcome data to determine the impact of project implementation on student learning.

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# 9. Statutory/Program Requirements

8. Provide a plan for how you will target schools or districts in Qualified Opportunity Zones (QOZs), with an additional emphasis on serving low-income, high-need students, including children living in poverty, English Language Learners, and children with disabilities. (Answer only if applying for the literacy coaching opportunity)

GPISD serves a diverse student population The majority of GPISD learners are Hispanic (66%), African American (18%) and White (11%). 76% of learners are economically disadvantaged and 31% speak English as a second language. During 2020-21, GPISD leaders identified elementary schools in Qualified Opportunity Zones and other high poverty sectors of the city. The team worked with TEA Resilient School Support Program technical assistance to identify five campuses in need of literacy interventions based on commissioner approved K-5 reading assessment data. An analysis of longitudinal assessment data at each targeted campus indicates students qualifying for free/reduced lunch, Special Education, and Bilingual/ESL services scored lower than the general population. In addition, the majority of high-need students suffered learning loss during school closings. The team also reviewed teacher efficacy data to identify essential actions for school improvement. T-TESS records indicate at least 35% of teachers in each school have taught less than five years and none have attended HB3 Reading Academy training. Based on the assessment, the team selected 5 high-need/QOZ school to participate in the Literacy Coaching and PD initiative.

9. Describe your organization's capacity for grant management, including data collection and tracking, meeting reporting requirements, and tracking progress towards goals and pre-defined outcomes. List the organization's key individuals that will play a role in grant activities and describe their expertise and experience. Please upload the resume for any individuals within your organization that will be supporting the work of the grant. (Answer only if applying for the literacy coaching opportunity)

The GPISD Associate Superintendent has the position, qualifications, and dedication to manage the Literacy Coaching and PD initiative. The cabinet level administrator is a certified Texas administrator who reports directly to the GPISD Superintendent. As grant administrator for GPISD, the district leader has successfully managed over \$30 million in discretionary grant funds including three Texas Literacy Initiative projects. As the leader of school improvement, the administrator has led campuses to use Essential Schools Framework (ESF) data protocols to transform low performing schools into high expectation, high achievement campuses meeting district goals and state accountability standards. In 2021, the administrator guided Campus Improvement Committees to conduct ESF self-assessments to identify student, school, and community needs and to develop protocols for collecting and analyzing literacy data from the curriculum management system, electronic assessments, learning application analytics, attendance records, and survey reports. The GPISD leader, Executive Director of Literacy, and RA Coach will work with the Strategic Team to monitor grant implementation and student outcomes quarterly to meet benchmarks and to analyze project effectiveness and student achievement annually to meet project goals.

10. Provide the plan for literacy conferences including how it incorporates the use of high quality instructional materials to support a knowledge building approach to learning. Include a rationale as to why your organization is best suited to lead regional conferences. (Answer only if applying for the regional literacy conferences opportunity)

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9. Statutory/Program Requirements				
11. Include the proposed conference participation of (Answer only if applying for the regional literacy con	goals and outcomes-focused success metrics for conferences.  Inferences opportunity)			
NA				
12 Provide the plan for how you will recruit schools	s or districts to attend conference in Qualified Opportunity Zones			
(QOZs), with an additional emphasis on serving lov	v-income, high-need students, including children living in poverty,			
English Language Learners, and children with disa conferences opportunity)	bilities. (Answer only if applying for the regional literacy			
NA NA				
INA				
10. Equitable Access and Participation				
groups that receive services funded by this grant.	er any barriers exist to equitable access and participation for any			
	equitable access and participation for any groups receiving			
services funded by this grant.  Barriers exist to equitable access and particip	ation for the following groups receiving services funded by this			
grant, as described below.				
Group Barrier				
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11.	Request for Grant Funds		
oud neg	eted for each activity. Group similar activ	s for which you are requesting grant funds. Include vities and costs together under the appropriate hea our planned expenditures on a separate attachment	iding. During
1. [	Reading Academy Coach Leader to train	and support K-5 educators and leaders	\$63,000
2. [	Fringe Benefits		\$8,700
3. [			
1. [			
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L	essional and Contracted Services		
3.	 \uthorized provider blended model - Tex	as Adolescent Literacy Academies (60 x \$400)	\$24,000
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Sup	plies and Materials		
11.	Literacy materials to promote acquisition	of reading, language, and writing skills	\$4,300
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14.			
Oth	er Operating Costs		
15.	Norkshops/conferences to build teacher	efficacy (includes travel and registration)	\$4,000
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17.			
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		Reading Initiative– Literacy Coaching and PD Grade	

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## Appendix I: Negotiation and Amendments

Leave this section blank when completing the initial application for funding.

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the Administering a Grant page of the TEA website and may be mailed OR faxed (not both). To fax: one copy of all sections pertinent to the amendment (including budget attachments), along with a completed and signed page 1, to either (512) 463-9811 or (512) 463-9564. To mail: three copies of all sections pertinent to the amendment (including budget attachments), along with a completed and signed page 1, to the address on page 1. More detailed amendment instructions can be found on the last page of the budget template.

## You may duplicate this page.

For amendments, choose the section you wish to amend from the drop down menu on the left. In the text box on the right, describe the changes you are making and the reason for them.

Always work with the most recent negotiated or amended application. If you are requesting a revised budget, please include the hudget attachments with your amendment

Section Being Negotiated or Amended Negotiated Change or Amendment		
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